

Division of Real Estate

Land and Timeshare Application Checklist

This form is for reference only. **Do not submit it with your application.**

Project name: _____

Location: _____

	<u>Subdivision</u>		<u>Timeshare/Campground</u>
Fees: \$500.00	Basic fee (includes first 30 lots for Subdivision)	\$500.00	Basic fee (includes first 100 Intervals or Interests for Timeshare/Campground)
\$_____	\$3.00 x number of lots over 30	\$_____	\$3.00 x number over first 100 Timeshare/Camp Resort Interests
\$_____	Total fees (maximum \$2,500)	\$_____	Total fees (maximum \$2,500)
\$300.00	Deposit for Inspection	\$300.00	Deposit for Inspection
\$_____	Total (fees, plus inspection deposit)	\$_____	Total (fees, plus inspection deposit)

REQUIRED ITEMS

- _____ Application form (Signed and Notarized)
- _____ Promotional Plan (Exhibit #8)
- _____ Topography Map and Physical Characteristics Statement (Exhibit #9)
- _____ Legal Description and Plat (Exhibit #10)
- _____ Title Report/Opinion (Exhibit #11)
- _____ Physical Improvements Statement (Exhibit #12)
(If incomplete, Statement of Financial Arrangements)
- _____ Amenities and Maintenance Statement (Exhibit 13)
(If incomplete, Statement of Financial Arrangements)
- _____ Zoning, Special Assessments, Restrictions (Exhibit #14)
- _____ Instruments of Acquisition by Developer, Liens, and Financing Documents (Exhibit #10)
- _____ Easements, Restrictions, and Encumbrances (Exhibit # 16)
- _____ Declarations of Condominium, CC & R's, etc. (Exhibit # 17)
- _____ Sale and Conveyance Documents (Exhibit #18)
- _____ Public Report From Other State(s) (Exhibit #19)
- _____ Developers Articles of Incorporation, etc. (Exhibit #20)
- _____ Public Offering Statement (Exhibit #21) 3 copies--2 loosely inserted
- _____ Developers Financial Statement (Exhibit #22)
- _____ Exhibit #23
 - (1) Consent to Service form
 - (2) Resolution of Board form
 - (3) Principal Data Sheet(s)--one for each officer, partner, etc.
- _____ Exhibits tabbed, numbered and bound?

***NOTE: If ALL of the above items are not completed, the application will be returned!**